



Agenda Report

June 3, 2024

TO: Honorable Mayor and City Council
FROM: Department of Finance
SUBJECT: ADOPTION OF FISCAL YEAR 2025 RECOMMENDED GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15273 (Rates, Tolls, Fares, and Charges); and
2. Adopt a resolution approving the Fiscal Year (FY) 2025 General Fee Schedule.

BACKGROUND:

Each year, as part of the annual budget adoption process, the City Council adopts a resolution approving the General Fee Schedule. Consistent with California law, Pasadena Municipal Code Section 1.08.070 states that the amount of any fee established by resolution of the City Council shall not exceed the cost incurred by the City in providing the service, use, action, or item for which the fee is charged. Examples of cost of service-based fees include processing land use approvals, building permits, and entrepreneurial type services. The General Fee Schedule also includes non-cost of service-based fees such as facility rentals and fees to participate in recreation programs.

Pursuant to Pasadena Municipal Code (PMC) Section 1.08.060, the Director of Finance shall adjust all applicable taxes, fees, and charges annually, based on changes in the Consumer Price Index (CPI). The CPI for All Urban Consumers in the Los Angeles, Long Beach, and Anaheim metropolitan areas increased by 3.3570% between March 1, 2023 and March 1, 2024.

Various departments have completed individual cost of service studies to adjust rates as appropriate. Additional studies will continue to be completed as necessary.

Attachment A is a complete list of fees that comprise the FY 2025 Recommended General Fee Schedule presented for adoption by resolution.

New Fees

In addition to annual adjustments, there are 27 new fees proposed for FY 2025 (detailed in Attachment B), of which 13 refuse fees were previously approved by the City Council on May 13, 2024. Below is a summary of the new fees by department.

Public Health Department – 4 New Fees

(Attachment B, pg. 1)

- **Latent TBI Treatment – \$420:** to recover the cost of an initial visit with the Tuberculosis doctor and three follow-up visits.
- **Hepatitis B and C Serology – Various:** two (2) fees proposed for serology, one each for Hepatitis B (\$55) and Hepatitis C (\$72). The fees will recover the cost of the serology itself, as well as staff time to review the results.
- **Liver Function Test – \$25:** to recover the cost of testing and staff time to review results.

Transportation Department – 5 New Fees

(Attachment B, pg. 1)

- **CVC 21211 – Parked in Class I Bikeway – Prohibited – \$75:** to cite vehicles parked in violation of a Class I bikeway, as defined in subsection (a) of the CVC. Section 21211 prohibits the stopping, standing, sitting, or blocking of the movement of any bicyclist. The citation amount is consistent with other safety-related sections and is intended to be a deterrent to vehicles acting in violating of this section. The addition of this fee will enable the Department to respond to complaints from the public.
- **CVC 22500 (n)(a) – Parked Within 20' of Crosswalk – Prohibited – \$75:** to cite vehicles parked in violation of the minimum distance of 20 feet from a crosswalk. The citation amount is consistent with other safety-related sections and is intended to be a deterrent to vehicles acting in violation of this section. The addition of this fee corresponds to State legislation AB413 and may take effect January 1, 2025.

The addition of the following three (3) fees will allow the Department to respond to complaints from the public. This is an administrative clean-up effort that maintains consistency between the General Fee Schedule and the Department's citations.

- **CVC 22500 (g) – Blocking Traffic Lane – \$60:** to cite vehicles that are parked blocking a traffic lane. The citation amount is consistent with other California Vehicle Code (CVC) 22500 subsections regarding vehicles parked illegally and in violation of this section.
- **PMC 10.65.010 (B) – Red Flag Day Parking – Prohibited – \$60:** to cite vehicles that are parked within the City's Very High, High, or Moderate Fire Hazard Severity Zones on Red Flag Days. The citation amount is consistent with the PMC section regarding vehicles parked in temporary no-parking zones and is intended to be a deterrent to vehicles acting in violation of this section.

- **CVC 22500 (a) – Parked Within Intersection – Prohibited – \$60:** to cite vehicles parked within an intersection. The citation amount is consistent with other CVC 22500 subsections regarding vehicles parked illegally and in violation of this section.

Public Works – 15 New Fees
(Attachment B, pgs. 1-2)

- **Refuse Collection Fees – Various:** thirteen (13) fees were recommended to and approved by the City Council on May 13, 2024, to sufficiently meet the current and future operating and capital needs of the City's Refuse Program.
- **National Pollutant Discharge Elimination System (NPDES) – Various:** two (2) fees proposed to recover inspection costs associated with implementing:
 - a) Industrial and commercial stormwater compliance (\$125.65), pursuant to the Regional Municipal NPDES permit requirement (Part VIII.E.2); and
 - b) Combination of industrial and commercial stormwater compliance and the City's Fats, Oil, and Grease (FOG) Program (\$175.65), subject to the same Regional Municipal NPDES permit as well as the City's Municipal FOG Ordinance (Chapter 8.14).

Either fee will be assessed in conjunction with a business license renewal. Currently, the City does not assess such fees directly, but rather absorbs the costs using an on-call contract. Similarly, the City does not currently implement a comprehensive FOG inspection program to ensure protection of the City's storm and sewer collection systems. Other nearby agencies, including the City of Los Angeles and the Los Angeles County Department of Public Works, similarly charge fees for stormwater and FOG Program inspections for NPDES compliance. The proposed fees will recover the costs of industrial and commercial NPDES compliance, Municipal FOG Ordinance, and collective reporting requirements, including facilities' inspection.

Parks, Recreation and Community Services Department – 3 New Fees
(Attachment B, pg. 2)

The Department provides several youth programs for toddlers and school-aged children, of which several have existing fees that are being added to the fee schedule. These proposed fees reflect an administrative clean-up effort that maintains consistency between the General Fee Schedule and the Department's programs.

- **Cheer & Dance Program – Resident \$50; Non-Resident \$100:** to recover costs associated with the City's Cheer and Dance Program. The City currently offers a seven-month Cheer and Dance program from September through March as part of its after school program, which includes recreation-level cheer and dance instruction for school-aged participants. The fee recovers the cost of a cheer uniform, hair bow, and pompoms for performances.
- **Tiny Tot Camp Weekly Fee – Resident \$25; Non-Resident \$50:** to recover costs associated with the City's Tiny Tots Camp, which includes a variety of age-

appropriate summer activities for preschool-aged children. The program provides a half-day summer camp option Monday through Friday.

- **Tiny Tot Program Weekly Fee – Resident \$6; Non-Resident \$12:** to recover costs associated with the year-round Tiny Tots Program, including new activities for preschool-aged children that encourage social-emotional, language, and literacy development. The program assists in maximizing attendance to the newly built Washington Park Community House while providing diverse programming.

Revised Fees

Attachment C is a detailed listing of the one hundred five (105) existing fees that are recommended to be revised. Revisions include revised language, simplification and standardization of fee structures, reductions to fee amounts to comply with government code, and fees that are increasing by more than the 3.3570 percent CPI adjustment.

Deleted Fees

Attachment D provides a summary of the three (3) fees recommended for deletion from the General Fee Schedule. The deletions proposed are due to the respective departments no longer offering a particular service or the simplification and consolidation of fees.

Summary

If the City Council adopts a resolution approving the FY 2025 Recommended General Fee Schedule, the fees will become effective on July 1, 2024. Pursuant to Government Code Section 66017 (a), changes to development fees shall be effective no sooner than 60 days following the final fee schedule adoption. If the FY 2025 Recommended General Fee Schedule is approved on June 3, 2024, development related fees will be effective August 2, 2024.

The FY 2025 Recommended General Fee Schedule (Attachment A) is attached and is posted on the City's website for public review.

COUNCIL POLICY CONSIDERATION:

This proposed action supports the City Council's strategic planning goal of maintaining fiscal responsibility and stability through the periodic review and update of the General Fee Schedule and by ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

ENVIRONMENTAL ANALYSIS:

The adoption of the City's FY 2025 Recommended General Fee Schedule is statutorily exempt from CEQA pursuant to State CEQA Guidelines Section 15273 (Rates, Tolls, Fares, and Charges), which states that: CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies, which the public agency finds are for the purpose of:

- (1) Meeting operating expenses, including employee wage rates and fringe benefits;
- (2) Purchasing or leasing supplies, equipment, or materials;
- (3) Meeting financial reserve needs and requirements;
- (4) Obtaining funds for capital projects, necessary to maintain service within existing service areas; or
- (5) Obtaining funds necessary to maintain such intra-city transfers as are authorized by City Charter.

FISCAL IMPACT:

Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase revenues in the General Fund for FY 2025 by approximately \$13,707, in the Refuse Collection Fund by approximately \$5,935,432, and in other funds by approximately \$317,262.

Respectfully submitted,



MATTHEW E. HAWKESWORTH
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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (4)

- 1) Attachment A – Fiscal Year 2025 Recommended General Fee Schedule
- 2) Attachment B – New Fees
- 3) Attachment C – Revised Fees
- 4) Attachment D – Deleted Fees